

for office use only

1984 VOTER VALIDATION STUDY

P. 495815 (75)
Winter, 1985



SURVEY RESEARCH CENTER
INSTITUTE FOR SOCIAL RESEARCH
THE UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN 48106

(Do Not Write in Above Space)

1. Interviewer's Label

ELECTION OFFICE CODE NUMBER

--	--	--

ELECTION ADMINISTRATION SURVEY

1. Primary Area: _____

2. Date of Interview: _____

3. Length of Interview: _____

4. Respondent Information:

4a. NAME _____

4b. TITLE _____

4c. OFFICE _____

4d. ADDRESS _____

4e. PHONE _____
AREA CODE/ NUMBER

ELECTION ADMINISTRATION SURVEY

In this interview we are collecting information about the characteristics of places in which respondents to our 1984 National Election Study reside. The topics we want to talk about are voter registration and the procedures you use in this office to maintain voting records.

1. How soon before a federal election must people in (NAME OF PLACE) be registered so that they can vote in that election? (That is, how many days before a federal election do registration books close?)

_____ DAYS BEFORE
A FEDERAL
ELECTION

0. "SAME DAY" REGISTRATION

2. Where do residents under the jurisdiction of this office register to vote -- can they register at offices in the areas where they live, or is this office the only place at which people can register to vote?

1. AREA OFFICES

GO TO Q. 3

5. THIS IS ONLY
OFFICE



7. OTHER, SPECIFY: _____

GO TO Q. 3

- 2a. Are all the names of people who registered in time to vote in the November 6, 1984 general election in your registration files now, or are you in the process of bringing the registration files up to date?

1. NAMES ARE IN
REGISTRATION FILES

5. STILL UPDATING
REGISTRATION FILES

TURN TO P. 2, Q. 5

3. Generally, how much time lag is there between the day someone registers to vote in their area office and the day this office completes its processing of the new registration record? (How many days or weeks does this normally take?)

_____ DAYS OR _____ WEEKS OR _____ MONTHS

4. Are all the names of people who registered in time to vote in the November 6, 1984 general election in your registration files now, or are you in the process of updating your files to include registration records from the area offices in your jurisdiction.

1. NAMES ARE IN
REGISTRATION FILES

5. STILL UPDATING WITH
RECORDS FROM AREA OFFICES

7. OTHER, SPECIFY: _____

5. Besides age and U.S. citizenship, what other requirements must people here meet in order to be eligible to vote in a statewide general election?

1. YES

5. NO

→ GO TO Q. 6

5a. What are these requirements? (Any others?) (IF YOUR RESPONDENT WANTS TO GIVE YOU A PUBLICATION OF SOME KIND WHICH INCLUDES THE REQUIREMENTS FOR REGISTRATION, ACCEPT IT IN LIEU OF A RESPONSE TO THIS QUESTION. WRITE THE TITLE OF THE PUBLICATION HERE, AND WRITE THE ELECTORAL OFFICE ID # AND "Q. 5a" ON THE PUBLICATION ITSELF.)

6. What are the regulations which govern voting by absentee ballot in a federal election? (Any others?) (IF YOUR RESPONDENT WANTS TO GIVE YOU A PUBLICATION WHICH INCLUDES THE REQUIREMENTS FOR ABSENTEE VOTING, ACCEPT IT IN LIEU OF A RESPONSE TO THIS QUESTION. WRITE THE TITLE OF THE PUBLICATION HERE, AND WRITE THE ELECTORAL OFFICE ID # AND "Q. 6" ON THE PUBLICATION ITSELF.)

7. When people register to vote here, are they required to declare a political preference for registration purposes?

1. YES

5. NO

→ TURN TO P. 3, Q. 8

7a. Must people choose a specific political party when they register or can they register as an "independent," "uncommitted," or as an "unaffiliated" voter?

1. MUST CHOOSE PARTY

5. CAN REGISTER AS INDEPENDENT, UNCOMMITTED OR UNAFFILIATED

8. Does your office delete from voter registration lists the names of people whose registration seems to have lapsed -- due to the age of the record and voter inactivity, for example? (Do you ever "purge" your voter registration lists?)

1. YES

5. NO

TURN TO P. 4, Q. 9

- 8a. What are the rules for deciding which names should be deleted from the voter registration lists? (Any others?)

- 8b. How frequently does your office delete names of ineligible voters from voter registration lists -- does this happen on a regular annual basis, more often than that, less often than that, or what?

- 8c. When are names deleted from voter registration lists -- shortly before an election or at some other time?

1. SHORTLY BEFORE
AN ELECTION

5. AT SOME
OTHER TIME

8d. When would that be? _____

- 8d. What happens to the registration records of people whose names have been deleted from the active registration files? Are these records kept in a "dead," "inactive," or "purged" file, or are they simply discarded?

1. DEAD FILE

2. INACTIVE FILE

3. PURGED FILE

5. DISCARDED

(NOTES)

9. What happens to the registration and vote records of a person who has moved out of your jurisdiction and registered elsewhere -- are such records put in a "cancellation file," discarded, or what? (IF R SAYS THE OFFICE FREQUENTLY IS NOT NOTIFIED BY OTHER OFFICES OF CHANGES IN REGISTRATION, SAY: Well, when you are notified, what happens to the voter's records -- are they put in a "cancellation file," discarded, or what?)

1. CANCELLATION FILE

5. DISCARDED

7. OTHER, SPECIFY: _____

_____(NOTES) _____

10. Is the registration record for a person maintained with the vote record for that person as part of a single file, or are registration records in your office maintained separately from voting record files?

1. REGISTRATION AND VOTE RECORDS MAINTAINED AS ONE FILE5. REGISTRATION AND VOTE RECORDS MAINTAINED AS SEPARATE FILES3. BOTH AS ONE FILE AND SEPARATELY

TURN TO P. 7, Q. 11

- 10a. Where are these records stored?

IN RESPONDENT'S OFFICE (SAME AS ITEM 4 ON FACE SHEET)

OR

OFFICE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

- 10b. How are these records stored -- on index cards, in books, on a magnetic tape, on a computer file or disk, or what?
- _____

- 10c. How are these files organized -- by the name of the person registered, by geographic area with names ordered within area, or what?

1. NAME OF PERSON ONLY

3. GEOGRAPHIC AREAS

7. OTHER, DESCRIBE: _____

10d. Is there any cross-referencing by name of person registered and the area in which they live?

 1. YES

 5. NO

(NOTES) _____

10e. Who is responsible for overseeing the accuracy of the registration and voting records? (What is his or her name, title, address and phone number?)

RESPONDENT AT
ADDRESS IN
ITEM 4 ON
FACE SHEET

OR

NAME: _____

TITLE: _____

OFFICE: _____

ADDRESS: _____

PHONE: _____

10f. Is this position, ("TITLE" IN 10e OR ITEM 4b ON FACE SHEET), an elective office or an appointive office?

 1. ELECTIVE

 2. APPOINTIVE

 7. OTHER, SPECIFY: _____

10g. Is this a civil service position?

 1. YES

 5. NO

10h. I am interested in more detail about how your registration and vote records are organized. Suppose I had a person's name, and I wanted to look up his or her registration and voting record. Would you please describe, step-by-step, the process I would have to follow in order to find this person's record. (IF R MENTIONS THAT YOU WOULD NEED AN ADDRESS AS WELL, NOTE THIS, AND SAY: Assuming I have an address as well as the name, what would I do to find the person's record?)

10i. Let's say I followed the procedure you have just described, and I was still not able to find a record for someone who claims to be registered to vote with this office. Are there any other procedures, lists, files or resources I could use to verify that this person is truly not registered with this office? (Any others?)

10j. Now, suppose I came to you with U.S. Census information about an area under this office's jurisdiction, such as its census tract, block group, and enumeration district. Based on this information, could you tell me what election district the area is in?

1. YES

5. NO, THAT IS NOT ENOUGH INFORMATION

(NOTES)

TURN TO P. 11, Q. 12

11. SERIES FOR PLACES WHERE REGISTRATION AND VOTING RECORDS ARE MAINTAINED AS SEPARATE FILES:

11a. Where are the registration records stored?

IN RESPONDENT'S
OFFICE (SAME AS
ITEM 4 ON FACE
SHEET)

OR

OFFICE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

11b. How are registration records stored -- on index cards, in books, on a magnetic tape, on a computer file or disk, or what?

11c. How are registration records organized -- by the name of the person registered, geographic area with names ordered within area, or what?

1. NAME OF
PERSON
ONLY

3. GEOGRAPHIC
AREAS

7. OTHER, DESCRIBE: _____

11d. Is there any cross-referencing by name of person registered and the area in which they live?

1. YES

5. NO

(NOTES)

11e. Who is responsible for overseeing the accuracy of the registration records? (What is his or her name, title, address and phone number?)

RESPONDENT AT
ADDRESS IN
ITEM 4 ON
FACE SHEET

OR

NAME: _____

TITLE: _____

OFFICE: _____

ADDRESS: _____

PHONE: _____

11f. Is this position, ("TITLE" IN 11e OR ITEM 4b ON FACE SHEET), an elective office or an appointive office?

1. ELECTIVE

2. APPOINTIVE

7. OTHER, SPECIFY: _____

TURN TO
P. 8, Q. 11h

11g. Is this a civil service position?

1. YES

5. NO

11h. I am interested in more detail about how your registration records are organized. Suppose I had a person's name, and I wanted to look up his or her registration record. Would you please describe, step-by-step, the process I would have to follow in order to find this person's registration record. (IF R MENTIONS THAT YOU WOULD NEED AN ADDRESS AS WELL, NOTE THIS, AND SAY: Assuming I have an address as well as the name, what would I do to find the person's record?)

11i. Let's say I followed the procedure you have just described, and I was still unable to find a record for someone who claims to be registered to vote with this office. Are there any other procedures, lists, files or resources I could use to verify that this person is truly not registered with this office? (Any others?)

11j. Now, suppose I came to you with U.S. Census information about an area under this office's jurisdiction, such as its census tract, block group, and enumeration district. Based on this information, could you tell me what election district the area is in?

1. YES

5. NO, THAT IS NOT ENOUGH INFORMATION

(NOTES)

11k. Where are the vote records stored?

SAME PLACE AS
REGISTRATION
RECORDS

OR

OFFICE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

11m. How are vote records stored -- on index cards, in books, as a list, on computer cards, on a magnetic tape, in a computer file or disk, or what?

11n. How are vote records organized -- by name of the voter, geographic area with names ordered within area, or what?

1. NAME OF
VOTER

3. GEOGRAPHIC
AREAS

7. OTHER, SPECIFY: _____

11o. Is there any cross-referencing by the name of the voter and the area in which they live?

1. YES

5. NO

(NOTES) _____

11p. Who is responsible for overseeing the accuracy of the vote records? (What is his or her name, title, address and phone number?)

SAME AS PERSON
RESPONSIBLE FOR
REGISTRATION
RECORDS (SEE
P. 7, Q. 11e)

OR

NAME: _____

TITLE: _____

OFFICE: _____

ADDRESS: _____

PHONE: _____

TURN TO

P. 10, Q. 11a

11q. Is this position, ("TITLE" IN 11p), an elective office or an appointive office?

1. ELECTIVE

2. APPOINTIVE

7. OTHER, SPECIFY: _____

TURN TO

P. 10, Q. 11s

11r. Is this a civil service position?

1. YES

5. NO

TURN TO P. 10, Q. 11s

11s. I would like more detail about how the vote records are organized. Again, suppose I had a person's name, and I wanted to look up his or her vote record. Would you please describe, step-by-step, the process I would have to follow in order to find this person's voting record. (IF R MENTIONS THAT YOU WOULD NEED AN ADDRESS AS WELL, NOTE THIS, AND SAY: Assuming I have an address as well as the name, what would I do to find the person's vote record?)

11t. Let's say I followed the procedure you have just described, and I was still unable to find a vote record for someone who is registered with this office. Are there any other procedures, lists, files or resources I could use to verify that this person truly has no vote record in this office? (Any others?)

ONLY THOSE MENTIONED
FOR REGISTRATION
RECORDS (SEE P. 8,
Q. 111)

OR

12. If I were looking at the vote record for a specific person, what on the record would tell me that the person had voted in the November 6, 1984 general election?

13. And how would I determine that a person who is registered did not vote in the November 6, 1984 general election?

14. After a federal election, how long does it take for this office to complete its record of who voted in that election? (That is, how many days, weeks, or months after a federal election does it normally take for this office to complete the updating of the vote records?)

_____ DAYS OR _____ WEEKS OR _____ MONTHS

15. During 1984, what was the normal size of the regular office staff(s) responsible for maintaining the registration files and voting records in (NAME OF PLACE)?

1. R IS ONLY STAFF

OR

_____ (NUMBER OF PEOPLE)



15a. Is this a full-time or a part-time position?

1. FULL-TIME

2. PART-TIME

7. OTHER, DESCRIBE:

15b. How many of these people on the regular office staff(s) were full-time employees and how many were part-time?

FULL-TIME STAFF _____ (NUMBER)

PART-TIME STAFF _____ (NUMBER)

16. In the period during the fall leading up to the November, 1984 general election, were any temporary employees other than polling place officials added to the staff to register voters and/or to prepare for that election?

1. YES

5. NO

GO TO Q. 17

16a. How many full-time and how many part-time temporary employees were added to the staff, again, not including polling place officials?

FULL-TIME STAFF ADDED _____ (NUMBER)

PART-TIME STAFF ADDED _____ (NUMBER)

17. Other than as polling place officials, did this office make use of volunteer help to register voters and prepare for the November, 1984 election?

1. YES

5. NO

GO TO Q. 18

17a. How many volunteers were there working on registration and preparations for the election?

_____ (NUMBER)

998. DON'T KNOW

18. What is the population of the area under this election office's jurisdiction? (Approximately -- in round figures...)

_____ (NUMBER)

DON'T KNOW

19. How many people are currently registered here? (Approximately -- in round figures...)

_____ (NUMBER PEOPLE REGISTERED)

DON'T KNOW

20. What proportion of those registered actually voted in the November 6, 1984 general election? (ACCEPT EITHER A PERCENTAGE OR A NUMBER OF VOTERS)

_____ % OR _____ VOTERS

DON'T KNOW

21. How many polling places were there under your jurisdiction for the November 6, 1984 general election?

_____ (NUMBER POLLING PLACES)

- 21a. And how many voting booths were there under your jurisdiction for that election? (ALTERNATE WORDING FOR "BOOTH" - "voting machines" OR "voting stations")

_____ (NUMBER OF VOTING BOOTHS)

EXACT TIME NOW: _____

INSTRUCTIONS:

Explain to the respondent that you want to look up in the registration and voter records a number of names of people who participated in our 1984 National Election Study.

If either the Registration Records or the Vote Records, or both, are kept by geographic area (see P.4, 10c or P.7, 11c and P.9, 11n) **TURN TO THE "LIST OF ADDRESSES" FORMS**, and ask the appropriate question below.

If both Registration and Vote Records are kept by name, go to the records and look up the information requested on the **Individual Voter Record forms**.

END OF QUESTIONNAIRE

1. WHEN THE INFORMATION UNDER "ELECTION DISTRICT" IS COMPLETE:
- Here are the addresses I would like to look up in your registration and voting records. Can you verify for me that the information in the "Election District" column is correct?
2. WHEN THE INFORMATION UNDER "ELECTION DISTRICT" IS ONLY PARTIALLY COMPLETE:
- Here are the addresses I would like to look up in your registration and voting records. Can you verify the information in the "Election District" column, and look up the election districts which are missing?
3. WHEN THE INFORMATION UNDER "ELECTION DISTRICT" IS MISSING:
- Here are the addresses I would like to look up in your registration and voting records. Can you provide me with "election district" information for these addresses?

THUMBNAIL SKETCH:

INTERVIEWER'S LABEL

ELECTION OFFICE
CODE _____

CHECKLIST OF MATERIALS TO BE COLLECTED

1. Publication listing the registration requirements or laws used by this office.

1. COLLECTED DURING EAI INTERVIEW
 2. COLLECTED, AFTER INTERVIEW
 3. NOT COLLECTED; NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE, ADDRESS):

2. Publication listing laws governing absentee voting:

1. COLLECTED DURING EAI INTERVIEW
 2. COLLECTED AFTER INTERVIEW
 3. NOT COLLECTED; NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE, ADDRESS):

3. Publication listing laws governing the purging process of election records.

1. COLLECTED DURING EAI INTERVIEW
 2. COLLECTED AFTER INTERVIEW
 3. NOT COLLECTED; NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE, ADDRESS):

V2. Were you able to find a voter registration record for this respondent?

1. YES

TURN TO
P. 2, V3

5. NO



V2a. CHECKPOINT: (ARE REGISTRATION FILES UP TO DATE)

See Election Administration Interview, P. 1, Q. 2a or Q. 4. Was the answer to this question a "1" or a "5"?

1. "1"

5. "5"

V2b. Check with the election office staff to see if R's name is among those not yet added to the records:

1. FOUND RECORD
FOR R

CHANGE V2 TO "YES"
AND TURN TO P.2, V3

5. RECORD FOR R
NOT FOUND

V2c. CHECKPOINT: (OTHER PLACES TO CHECK FOR A RECORD) ←

See Election Administration Interview, for information about where else to look for registration records:

P. 3, Q.8d (what happens to "purged" records)

P. 4, Q.9 (what happens to "cancelled" records)

P. 6, Q.10i or

P. 8, Q.11i (other ways of checking for registration records)

1. FOUND RECORD FOR R; SPECIFY IN WHAT

FILE OR RESOURCE: _____

5. RECORD FOR R NOT FOUND

TURN TO P. 3, V8



V2d. According to this record, when was the last time R voted?

DATE: _____
MO/DAY/YR

9999. REGISTRATION RECORD DOES NOT
INDICATE VOTING; NOT AVAILABLE

CHANGE V2 TO "YES" AND TURN TO P. 2, V3

V3. Does R's name, as it appears in V1, match exactly the name in the registration record?

1. YES, NAMES MATCH EXACTLY

(If more than one name is listed in V1, circle the one which matches the name on the registration record.)

5. NO, REGISTRATION NAME IS SLIGHTLY DIFFERENT

V3a. Print R's name as it appears on the registration record:

V4. Does R's address, as it appears in V1, match exactly the address in the registration record?

1. YES, ADDRESSES MATCH EXACTLY

(If more than one address is listed in V1, circle the one which matches the address on the registration record.)

5. NO, SLIGHTLY DIFFERENT

V4a. Print R's address as it appears on the registration record:

V4b. Check with election office staff to determine whether the registration record address might be a variation of an address listed on this form:

1. YES, REGISTRATION ADDRESS IS VARIATION OF AN ADDRESS ON THIS FORM (If more than one address on form, circle the relevant address)
2. NO, REGISTRATION ADDRESS IS NOT A VARIATION OF AN ADDRESS ON THIS FORM
3. DON'T KNOW, CAN'T DETERMINE

V5. What is R's birthdate, according to the registration record?

MO/DAY/YR

--- (If birthdate in V1 is significantly different from the birthdate on the record, and no other record for R can be found, give us a list of all people at this address (or by same last name at this address) and their birthdates, and we will compare it with the household listing. Space for this information appears on P.3 of this form, V10.)

9999. BIRTHDATE NOT AVAILABLE FROM THE REGISTRATION RECORD

V6. According to the record, with which political party is this person registered?

1. DEMOCRATIC

3. REPUBLICAN

5. "INDEPENDENT"

6. "UNCOMMITTED" OR
"UNAFFILIATED"

7. "NON-PARTISAN"

8. OTHER, SPECIFY: _____

9. THE RECORD DOES NOT
INCLUDE A STATEMENT
OF PARTY PREFERENCE

V7. When does the record indicate that this person first registered to vote?

MO/DAY/YR

9999. THIS INFORMATION IS NOT AVAILABLE
FROM THE REGISTRATION RECORD

V8. Were you able to gain access to the records (or lists) that would allow you to determine whether R voted in the November 6, 1984 general election? (See Election Administration Interview, P. 6, Q. 10, or P. 10, Q.11t about other places you might look for a voting record.)

1. YES

5. NO

V8a. Why not? _____

END OF FORM

V9. SEE ELECTION ADMINISTRATION INTERVIEW, P.11, Q's 12 & 13. According to the answers given about determining whether someone voted or not: Did R vote in the November 6, 1984 general election?

1. YES, according to the
criteria specified in
the EAI, R DID vote.

5. NO, according to the
criteria specified in
the EAI, R DID NOT vote.

7. AMBIGUOUS;
describe below.

END OF FORM

V10. IF BIRTHDATE IN V1 DIFFERS SIGNIFICANTLY FROM BIRTHDATE ON REGISTRATION RECORD, LIST HERE ANY INFORMATION YOU CAN ABOUT OTHER PERSONS REGISTERED AT R'S ADDRESS:

COULDN'T FIND ANY INFORMATION

OR

NAME

BIRTHDATE

MO/DAY/YEAR

MO/DAY/YEAR

MO/DAY/YEAR

MO/DAY/YEAR

(GO BACK TO V6)